



# Interim Instructions for Starting a Building Permit Application For a Project Using the 2019 Chicago Construction Codes **New Construction—Self-Certification Permit Program**

## Background

In April 2019, the city council adopted an ordinance creating the 2019 Chicago Construction Codes. Unlike the pre-2019 Chicago Building Code, the Chicago Construction Codes are aligned with the widely adopted model building codes (I-Codes) published by the International Code Council, resulting in some significant changes in terminology. The 2019 Chicago Building Code (Title 14B) and 2019 Chicago Building Rehabilitation Code (Title 14R) became optional for most project types on December 1, 2019, and mandatory for all permit applications started on or after August 1, 2020 (with limited exceptions).

The City of Chicago is currently in the process of upgrading its online building permit interface (the Hansen Dynamic Portal). Unfortunately, the new system was not ready to launch at the same time as the new Chicago Construction Codes.

These interim instructions will guide you through the steps needed to begin a building permit application using the Hansen Dynamic Portal, which does not currently reflect the terminology used in the 2019 Chicago Construction Codes, until that system is replaced in 2021.

By following these instructions, you will avoid unnecessary data entry on your part and help city staff to review and process your permit application more efficiently.

Thank you for your patience and cooperation during this transitional period.

## These Instructions

These instructions were written specifically for the following type of building permit application:

Scope of Work: **New Construction** (*includes new buildings and first-time buildouts*)

Review Program: **Self-Certification Permit Program**

Separate instructions are available on the Department of Buildings website if the scope of work is building rehabilitation or special construction or if you are using Standard Plan Review or the Direct Developer Services Program. Please use the appropriate instructions for your application type to avoid mistakes and extra work.

## The Dynamic Portal and PDF Building Permit Application

To start a new building permit application, visit <http://ipweb.cityofchicago.org/DynamicPortal/> and log in using your unique account.

To start this type of permit application, you must be an Illinois-licensed architect or structural engineer enrolled in the City's Self-Certification Permit Program and your license and registration must be associated with your user account.

Once you have logged in to the Dynamic Portal, on the main page click “Apply for a permit.”

Several pieces of information that you will be required to provide in the Dynamic Portal portion of the application process will also be required when you fill out the PDF Building Permit Application (Form 400) during a later step of the permit application process. Form 400 reflects the new terminology and requirements of the 2019 Chicago Construction Codes.

**It may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.**

Permit forms, including Form 400, are available at:

[https://www.chicago.gov/city/en/depts/bldgs/supp\\_info/departments\\_of\\_buildingsapplications.html](https://www.chicago.gov/city/en/depts/bldgs/supp_info/departments_of_buildingsapplications.html)

Note: Many of these duplicate steps will be eliminated when the City’s new permitting system comes online in 2021. We appreciate your patience in the interim.

## Begin the Online Permit Application

The Dynamic Portal will guide you through several pages to gather basic information about your permit application. As noted above, some of this information must match the information you provide on the PDF Building Permit Application (Form 400) later in the process, so it may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.

Note: Many options in the Dynamic Portal are tied to your license type. If you do not see the options described in these instructions, your account may not be configured correctly. Please contact [eplan@cityofchicago.org](mailto:eplan@cityofchicago.org) for assistance. When requesting assistance with the Dynamic Portal, it is helpful if you include screenshots of the problem you are encountering.

### Job Type

Select “New Construction with Plans” as the permit application type.

In the “Workbenches” section, select “Architectural Work” only. **Do not select any other choices.**

**Permit Application Type\***  

New Construction with Plans

Please indicate which of the following items will be worked on during your project.

**Workbenches**

<input type="checkbox"/> Heating/Mechanical	<input type="checkbox"/> Porch/Deck	<input type="checkbox"/> Fire Prevention
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Open Space
<input type="checkbox"/> Electrical	<input type="checkbox"/> Natural Ventilation	<input type="checkbox"/> Tent/Canopy/Stage/Platform
<input type="checkbox"/> Driveway	<input type="checkbox"/> Accessibility	<input checked="" type="checkbox"/> Architectural Work
<input type="checkbox"/> Garage	<input type="checkbox"/> Environmental	

**Other Construction**

<input type="checkbox"/> Antenna Free Standing < 50 ft	<input type="checkbox"/> Cell Tower Equipment Cabinet	<input type="checkbox"/> Hoist
<input type="checkbox"/> Antenna Free Standing >= 50 ft	<input type="checkbox"/> Crane	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Antenna on Roof - Over 100 lbs	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Spray Pool
<input type="checkbox"/> Cell Tower Antenna	<input type="checkbox"/> Facade	<input type="checkbox"/> Trash Enclosure

Cancel

Next Page

Click “Next Page.”

### Job Location

Enter the address where work will be performed. This address must match a street number or house number certificate issued by the Chicago Department of Transportation.

You may provide partial address information.

**Address**  
Enter the address where your job is located.  
Number\* 121  
Direction\* N  
Street Name\* LASALLE  
Street Type  
City CHICAGO  
State IL  
Zip  
Previous Page Next Page

Click “Next Page.”

### Address List

The system will attempt to validate the address you provide against the City’s address records. If the system identifies multiple possible addresses, please select the correct address from the list.

If the address cannot be validated (for example, because the address is on a newly-created street), you may continue with the process to obtain an application number, but you will need to contact the Department of Buildings before you will be able to pay the building permit deposit fee.

Do **not** pick an incorrect address that is “close enough.” It is very difficult to change the address after you start a permit application by paying the deposit fee, and this could delay processing of your permit application.

Address not found or similar addresses found. Please select from the addresses listed below:

Street #	Prefix	Street Name	Suffix	Zip	
121	N	LA SALLE	ST	60602	<input checked="" type="radio"/>
121	S	LA SALLE	ST	60603	<input type="radio"/>
121	E	LAKE	ST	60601	<input type="radio"/>
121	N	LAVERGNE	AVE	60644	<input type="radio"/>

  
Use address as originally entered:  

Address	
121 N LASALLE	<input type="radio"/>

  
Previous Page Next Page

Click “Next Page.”

### Property PIN Details

Illinois law requires that building permit applications identify the permanent real estate index number (PIN) so that permit data can be shared with the county assessor. You must enter all PINs impacted by the proposed work.

To enter a PIN, click “Display Add Item Form.”

After entering the 14-digit number, click “Save.”

PIN						Valid					
PIN #:	17	-	09	-	447	-	004	-	0000	xx-xx-xxx-xxx-xxxx	Save
<div>Previous Page   Next Page</div>											

Repeat these steps if there are multiple PINs impacted by the proposed work.

Click “Next Page” after you have entered all PINs.

### Job Description

For “Review Program” select “Exp Self Cert New Construction.” (Do **not** select “Exp Self Cert Mercantile.”)

For “Type of Permit” select “Commercial Construction,” even if your project involves a different type of occupancy.

For “Scope of Work” select the appropriate scope from the list of choices.

For “Estimated Cost” provide the estimated cost of materials and labor for work to be performed under this permit. For revisions to earlier permits or phased permitting, only include the estimated cost of work under the phase or revision being submitted under this application.

For “Description of the construction/proposed job” see the detailed instructions and examples on the last page of this document.

Review Program*	Exp Self Cert New Construction
Type of Permit*	Commercial Construction
Scope of Work*	One Application/Permit for Entire Building
Estimated Cost*	\$ 1100000
<b>Description of the construction/proposed job*</b> <b>Note:</b> The current use/occupancy classification AND the proposed use/occupancy classification MUST be identified in the description of work. SELF-CERT 2019 CBC: INITIAL INTERIOR BUILD OUT ON FLOORS 15-17 FOR LAW FIRM OFFICES WITH CONFERENCE CENTER (FLOOR 15) AND INTERIOR CONNECTING STAIR (OCCUPANCIES A-3, B; CONSTRUCTION TYPE: IA)	
<div>Previous Page   Next Page</div>	

Click “Next Page.”

### Application Detail: Building Information

For “Occupancy Code,” click “Display Add Item Form” and select “**J-Misc Buildings/Structures**” regardless of the actual occupancy. Click “Save.”

For “Existing Occupancy Code,” click “Display Add Item Form” and select “**J-Misc Buildings/Structures**” regardless of the actual occupancy. Click “Save.”

For “# Floors Worked On,” enter “**1**” regardless of the actual scope of work.

For “# Commercial Units Worked On,” enter “**1**” regardless of the actual scope of work.

For “Building/Tent Area” enter the area of work, in square feet, calculated in accordance with Section 14A-4-412.2.2.1 of the Chicago Construction Codes Administrative Provisions:

The permit fee is based on: “The *gross floor area* of all construction, demolition or rehabilitation work to be permitted [under this application], including the floor area of [work in] *basements* that are excluded from *building area*, in square feet.”

For “Building Volume” enter “**1**” regardless of the actual volume.

For “Building Height in Feet” enter the building height measured in accordance with Section 14B-2-203 of the 2019 Chicago Building Code, rounded to the nearest whole foot. (Note: this will usually be different than the building height measured for zoning purposes.)

Leave all other fields in the “Building Information” section blank.

Occupancy Code(s)*		
ID#	Occupancy Code	
1	J-Misc Buildings/Structures	<a href="#">edit</a> <a href="#">delete</a>
<a href="#">Display Add Item Form</a>		

Existing Occupancy Code(s)		
ID#	Occupancy Code	
1	J-Misc Buildings/Structures	<a href="#">edit</a> <a href="#">delete</a>
<a href="#">Display Add Item Form</a>		

# Floors Worked On\*

# Commercial Units Worked On\*

Building/Tent Area\*  sqft.

Foundation Depth

# Basements Worked On

Basement Area

Excavation required ☐ Yes ☐ No

Building Volume\*

Building Height in Feet\*  (Numeric values only. Round to nearest foot.)

Building Length in Feet

Building Width in Feet

Does project include addition of a wind turbine? ☐ Yes ☐ No

### Application Detail: Application Standard Submission Detail

If there is or was recently a building on the location where the new building will be built, answer “Yes” and provide the 9-digit wrecking (demolition) permit number.

If the proposed building does not require demolition of an existing building, answer “No” and leave the “Wrecking Permit #” blank.

For “Construction Class” select “**4B – Combustible Frame Construction**” regardless of the actual construction type.

Leave all other fields in the “Application Standard Submission Detail” section blank.

Submissions Items	
ID#	Submission Item
<a href="#">Display Add Item Form</a>	
Wrecking Permit	<input type="radio"/> Yes <input type="radio"/> No
Wrecking Permit #	<input type="text"/>
Prototype Approval < 24 months	<input type="radio"/> Yes <input type="radio"/> No
Construction Class*	4B - Combustible Frame Construction ▼
Fire Loss	<input type="radio"/> Yes <input type="radio"/> No
Fire Loss %	<input type="text"/>
Front/Rear	▼
Permanent	<input type="radio"/> Yes <input type="radio"/> No
Condo	<input type="radio"/> Yes <input type="radio"/> No
Intergovernmental Agency	<input type="radio"/> Yes <input type="radio"/> No
Agency	<input type="text"/>
Garage/Parking Lot Area	<input type="text"/> sqft.
# Parking Spaces	<input type="text"/>
# Loading Spaces	<input type="text"/>
Fence Height	▼
Fence Length	<input type="text"/>
Vacant Lot	<input type="radio"/> Yes <input type="radio"/> No
Replacement Dwelling/Building	<input type="radio"/> Yes <input type="radio"/> No
Existing Sprinkler Coverage	▼
Airport Type	▼
Airport Area	<input type="text"/>
Residential De-Conversion	<input type="radio"/> Yes <input type="radio"/> No

### Application Detail: Zoning Information

Complete the “Zoning Information” section per the instructions and consistent with the Chicago Zoning Ordinance (Title 17 of the Municipal Code of Chicago).

In-Person Zoning Review Requested ☐

**Note:** A minimum in-person review fee of \$1500.00 (additional fees may apply based on the scope of work) must be paid prior to your receiving an invitation to upload your e-plan documents and scheduling your in-person appointment. An in-person review does not guarantee an expedited approval.

### Zoning Details

BUILDOUT OF OFFICE SPACE IN OFFICE BUILDING (PD-123)

What is the current zoning use of the building?\*

OFFICE

What is the proposed zoning use of the building?\*

OFFICE

Is the proposed zoning use being expanded by area?\*

NO

**Note:** Your application will not be reviewed by Department of Buildings or Department of Planning and Development (Zoning) unless a code matrix is provided on the cover sheet of plans. See example [here](#).

A new sample matrix for summarizing compliance with requirements of the 2019 Chicago Construction Codes and Chicago Zoning Ordinance is available on the Department of Buildings web site with the permit application forms. A matrix, or equivalent summary, must be incorporated into the permit application drawings submitted for review.

### Application Detail: Certificate of Occupancy Questions

Answer “Yes” to the first question if this application is for a full building permit or initial buildout for any of the following occupancies:

- Group A, E, H, I, R-1, R-2, R-3, or R-4 occupancy, any area
- Group B, F, M, S or U occupancy, with a building area greater than 4,000 square feet

Answer “No” to the second and third questions as they are inapplicable to new construction work.

☒ ☐ Is this the new construction of multiple dwelling of four or more units, a non-residential building over 4,000 square feet; an Institutional occupancy; OR an Assembly occupancy?  
Yes No \*

☐ ☒ Is this work being done in an existing building resulting in a change of occupancy as defined by Municipal Code 13-56; a non-residential alteration exceeding \$400,000 in estimated or actual cost; OR any work being done in an existing Institutional or Assembly occupancy?\*

☐ ☒ Is this the rehabilitation or enlargement of a multiple dwelling of four or more units that requires more than one subcontractor?\*

Note: After completing the required fields on this page, you may save your application and return to it later. If you wish to do this, click “Save Application.”

To continue with the application, click “Next Page.”



### Contractors and Contacts

On this page, you will be required to provide information about the permit applicant, property owner, design professional of record, expeditor (if applicable), and contractors who will be performing the work.

For self-certified projects, you must input all contractors who will be performing work under the permit at this stage. (See the instructions at the bottom of Form 400, page 5 for more details.)

The system will use your credentials to identify your association with the permit application as “Self-Certification.” This will be displayed on the initial page.

<b>I am Acting As</b>
<b>Contractor Type</b>
<input checked="" type="checkbox"/> SELF-CERTIFICATION

### Contractors and Contacts: Add Contractor

Click “Add Contractor” in the first section to add the design professional of record and any permit expeditor involved in the project. You must also add all contractors who will be performing work under the permit.

On the page which appears, you will be able to search for licensed individuals and entities either by name or license number.

<b>Finished adding/modifying contractors?</b> <a href="#">Return to main page.</a>			
Enter information below to find a contractor to add to your permit.			
<b>Contractor Type*</b>	<input type="text" value="Expeditor"/>	<b>Search By*</b>	<input type="text" value="Contractor Name"/>
<b>Search String*</b>	<input type="text" value="AB"/>	<input type="button" value="Search"/>	
Type	Contractor Search Matches	License #	Select
EXPD	ABD CONSULTING LLC 4842 W. HUTCHINSON ST., CHICAGO, IL 60641- (224)595-5803 X		<input type="checkbox"/>
EXPD	MAP LAB, INC. 4753 N. BROADWAY , CHICAGO, IL 60640- (773)989-8132 X		<input type="checkbox"/>
Select the contractor(s) you'd like to add to this permit and click <b>Add</b>			<input type="button" value="Add"/>

Mark the checkbox in the column labeled “Select” and then click “Add.”

Continue this process until you have added all contractors, then click “Return to main page.”

### Contractors and Contacts: Add Owners/Contacts

Click “Add Individual Owner/Contact” in the second section to add the permit applicant.

For self-certified applications which obtained a Debt Clearance Certificate from the Department of Finance, **do not** enter any owner or contact, other than the permit applicant or an emergency contact in the Dynamic Portal.

If the permit applicant is a corporation, company, or similar entity, enter the first part of the name in the “First Name” field and the second part of the name in the “Last Name” field. (See example.)

You are strongly encouraged to enter information for an “Emergency Contact” who will be available to respond if there is an emergency at the work site during construction.



Finished adding/modifying contacts? [Return to main page.](#)

Contact Type\* ☐ Owner - Occupied by Owner  
☒ Owner - Not Occupied by Owner  
☐ Owner - Occupied by Owner Acting as Architect  
☐ Owner - Occupied by Owner Acting as General Contractor  
☐ Owner - Occupied by Owner Acting as Architect and General Contractor  
☐ Tenant  
☐ Emergency Contact

Company Name

Title

First Name\*

Last Name\*

Address\* [Use the address you entered for this application](#)

City\*

State\*

Zip\*

Daytime Phone\*  (xxx)xxx-xxxx

Fax

Mobile Phone

Pager

Email\*

[Return to main page](#)

When you have finished entering information for each required contact, click “Next.”

If the contact information that you enter appears to match a record that already exists in the system, the system will ask you to confirm if the contact is the same.

When you have finished entering all contacts, click “Return to main page.”

### Contractors and Contacts: Add Company Owner/Contract

Only use the third section if the property is owned by an individual or entity who is licensed by the City’s Department of Business Affairs and Consumer Protection (BACP) as a “residential real estate developer.” For more information on this license type, contact BACP at 312-744-6249.

### Certification

On this page, review and accept the statements and agreements.

Under “Required Documents” check all the boxes, even though some of these requirements no longer apply.

As of July 1, 2019, an “aldermanic acknowledgment letter” is no longer required and applications are no longer subject to a 10-day waiting period, however you must check the box.

In ProjectDox, you will need to upload the following documents:

- A completed Building Permit Application (Form 400)
- A completed Excavation Certification (Form 402), if applicable
- A completed Energy Conservation Compliance Statement (Form 408C or 408R)
- A completed Self-Certification Professional Statement (Form 410)
- A completed Applicant Acknowledgement and Hold Harmless (Form 411)

- A copy of your current certificate of professional liability insurance
- A structural peer review report, if required by the Self-Certification Program rules
- A valid Debt Clearance Certificate issued by the Department of Finance (request Debt Clearance Certificates at <http://www.chicago.gov/permitdebt>)
- Construction documents which meet all format and content requirements for submission under the Standard Plan Review process and include:
  - The signature and seal of the self-certification professional on the cover sheet and each sheet prepared by the self-certification professional
  - A matrix or other summary demonstrating compliance with applicable requirements of the Chicago Construction Codes and Chicago Zoning Ordinance
  - A statement of compliance with the 2018 Illinois Accessibility Code, where applicable

**Standard Certificate of Responsibility\***

1. All information that you have provided in the Application is true and correct;  
2. You have read and agree to be legally bound by all terms and conditions contained in this application and;  
3. You have understood and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.

☒ I Accept   ☐ I Do Not Accept

**Property PIN Agreement\***

**Property PIN Agreement**

I do hereby certify that all statements made by me in this application are true and correct to the best of my knowledge, information and belief. Further, I understand that in the event I have knowingly and willfully made any false statements, I will

☒ I Accept   ☐ I Do Not Accept

**Required Documents**

- ☒ Aldermanic Acknowledgement Letter
- ☒ Certificate of Insurance for Qualified Architect
- ☒ Owner/Tenant Certification Statement
- ☒ Professional of Record Self Cert Statement
- ☒ Hold Harmless Letter
- ☒ Illinois Accessibility Code

[Previous Page](#)   [Next Page](#)

Click "Next Page."

### Application Summary

Review the summary of information to verify that it is correct and complete.

You may click either “Previous Page” or “return to the beginning of the application process” if you need to change any of the data you entered.

The following information must match the information you provide on the PDF Building Permit Application (Form 400) which will be uploaded to ProjectDox:

- “Job Location” must match “Address” (Form 400, Page 1).
- “Estimated Cost” must match “Estimated cost of work” (Form 400, Page 1).
- “Description” must match “Description of work” (Form 400, Page 1).
- “Scope of Work” must be consistent with “Type of Work” (Form 400, Page 1).
- “Building/Tent Area” must match “Area of work” (Form 400, page 1).
- “Building Height in Feet” must match “Proposed Building Height” (Form 400, Page 3-NC).
- “Zoning Information” should be consistent with information provided on Form 400, Page 2.
- “PIN Details” must match “PIN(s)” (Form 400, Page 1).
- Under “Contractors” the “Design Professional of Record” (Form 400, Page 6-DP) and “Expediter” (Page 6-EX), if applicable, must be listed. For self-certification, all other contractors must be listed and match Form 400, Page 5.
- Under “Contacts” the “Permit Applicant” (Page 5) and “Emergency Contact” (Page 5) must be listed.

If you have not already started filling out a copy of the PDF Building Permit Application (Form 400), you should copy the information above to Form 400 before completing this step.

Click “Finish” if the information on the summary page is correct and complete.

**Warning:** You will not be able to make changes to the application data (other than listed contractors) after you click “Finish.”

### Pay Initial Fees to Start Your Application

On the “Status” page, you will see that a zoning fee and building permit deposit fee have been added to your application. You must pay these fees to “start” the application.

Click the “Add to Cart” button to add all unpaid fees to your cart.

#### Status

Fee Description (Amount Due)	Status
ZONING FEE - IN PERSON REVIEW (\$13500.00)	Unpaid
BLDG PERMIT DEPOSIT FEE (\$300.00)	Unpaid

Review Description	Status
A Zoning Review is required.	Incomplete
PRELIMINARY INTAKE REVIEW REQUIRED	Approved


[Check Status](#) [Edit Contractors](#) [Add to Cart](#) [Print Application](#) Do not use the “Print Application” button.

Click “View Cart/Checkout” in the panel on the left side of the page to pay the fees.

### Cart / Checkout

Click “Check Out” to be taken to the City of Chicago’s eCheckout system where you will be asked to pay for all items in your cart.

If there are fees in your cart that you do not want to pay for yet, click “Remove” before clicking “Check Out.” You will be able to return fees to your cart from the Status page.

App #	Date	Type	Description	Fee	
 100849844	7/31/2020	Building	121 N LA SALLE ST 60602-	\$375.00	<a href="#">Remove</a>
				Total: \$375.00	
<div>Check Out</div>					

After successfully completing payment using the eCheckout system, you will be returned to the Status Page, where you will be able to confirm that the fees have been paid.

### Status Page

As your permit application is being reviewed, you may return to this page to check the status.

Do **not** use the “Print Application” button.

You will need to visit the Department of Buildings’ Permit Applications web page to download the new style of PDF Building Permit Application (Form 400). This form is available at:

[https://www.chicago.gov/city/en/depts/bldgs/supp\\_info/departments\\_of\\_buildingsapplications.html](https://www.chicago.gov/city/en/depts/bldgs/supp_info/departments_of_buildingsapplications.html)

Fee Description (Amount Due)	Status
ZONING FEE - IN PERSON REVIEW (\$13500.00)	Unpaid
BLDG PERMIT DEPOSIT FEE (\$300.00)	Unpaid

Review Description	Status
A Zoning Review is required.	Incomplete
PRELIMINARY INTAKE REVIEW REQUIRED	Approved

[Check Status](#) [Edit Contractors](#) [Add to Cart](#) [Print Application](#) X Do not use the “Print Application” button.

## Continue Your Application Using ProjectDox

### Invitation to Upload

Within one hour of your permit fee payment being processed, you will receive an email inviting you to continue the permit application process using the ProjectDox system. You may also log directly in to the City of Chicago’s ProjectDox system at <http://planreview.cityofchicago.org/> Please contact [epplan@cityofchicago.org](mailto:epplan@cityofchicago.org) for assistance if you do not receive an invitation or cannot see a record for your application number in ProjectDox after an hour.

### Upload Drawings and Documents

To continue the application process, you must upload drawings and other documents, including a completed version of the PDF Building Permit Application (Form 400), using the ProjectDox system. Once you indicate that these documents are ready for review by completing the “applicant upload task,” a project administrator will review your submissions to make sure you meet the requirements of the Self-Certification Permit Program.

## When Your Permit Is Ready

When your permit application has been approved and your permit is ready to issue, you will receive an email notification. You will be able to pay the balance of your permit fee either through the Hansen Dynamic Portal or at a Department of Finance in-person cashiering location. (If you are paying at an in-person location, make sure you know the 9-digit application number.) After you have paid the fee, you will be able to print a permit certificate from the Dynamic Portal (or receive one from the cashier, if you pay in person). You will also be able to download approved copies of your construction drawings from the ProjectDox system.

## Before Work Begins

A copy of the permit certificate must be posted at the construction site and in a location visible from a public street or sidewalk before any work begins. A copy (either paper or electronic) of the approved construction drawings, downloaded from ProjectDox, must be on site at any time when work is occurring. A copy of the permit certificate must remain posted and visible at the work site until work is complete.

## More Information

For more information about further steps in the process, including permit-related inspections and obtaining a certificate of occupancy, please visit our website: <http://www.chicago.gov/buildings>

If you need technical assistance with the Dynamic Portal or ProjectDox, please contact [eplan@cityofchicago.org](mailto:eplan@cityofchicago.org).

If you have comments about these instructions or the transition to the 2019 Chicago Construction Codes, please contact [DOBCommissioner@cityofchicago.org](mailto:DOBCommissioner@cityofchicago.org).

## Description of Work: Requirements and Examples

Making sure your description of work includes key information, is accurate, and is concise is very important to ensuring the plan examination and inspection process will run smoothly.

For this type of work the description must:

- Begin with “SELF-CERT 2019 CBC:”
- Describe the type of work, for example: “FULL BUILDING PERMIT FOR,” “INITIAL TENANT BUILDOUT OF,” “FOUNDATION FOR,” or “REVISION TO PERMIT 100234567”
- Summarize key features of the project in everyday language (for example “3 STORY 20 DWELLING UNIT APARTMENT BUILDING WITH 20 INDOOR PARKING SPACES AND ROOFTOP AMENITY DECK”) this should include:
  - Building height in stories above grade plane
  - The specific business type of a non-residential occupancy, such as “veterinary office,” “distillery with tasting room,” or “mattress factory”
  - Number of dwelling units or sleeping units, if applicable
  - Number of dwelling units subject to special requirements under the zoning ordinance, such as efficiency units or coach houses
  - Number of parking or loading spaces, and whether they are indoors or outside
  - Any special building features, such as occupiable rooftops, swimming pools, or regulated industrial equipment
  - Any accessory structures covered by the permit, such as fences, flagpoles or private garages
- End with a listing of all main occupancy classification(s) under the 2019 Chicago Construction Codes (for example, “OCCUPANCY GROUPS R-2, S-2”) and the construction type under the 2019 Chicago Construction Codes (for example: “TYPE IIIA CONSTRUCTION”).

### Examples

SELF-CERT 2019 CBC: FULL BUILDING PERMIT FOR 3 STORY + BASEMENT, 20 DWELLING UNIT APARTMENT BUILDING WITH 20 INDOOR PARKING SPACES AND ROOFTOP AMENITY DECK (OCCUPANCY GROUPS R-2, S-2, TYPE IIIA CONSTRUCTION)

SELF-CERT 2019 CBC: FULL BUILDING PERMIT FOR 1 STORY (NO BASEMENT) VETERINARY OFFICE WITH 10 ON-SITE PARKING SPACES (OCCUPANCY GROUP B, TYPE VA CONSTRUCTION)

SELF-CERT 2019 CBC: INITIAL BUILDOUT OF 32,000 SQFT UNFINISHED TENANT SPACE FOR ACCOUNTING OFFICES, FLOORS 14 AND 15, INCLUDING CONNECTING STAIR (OCCUPANCY GROUP B, TYPE IA CONSTRUCTION)

SELF-CERT 2019 CBC: REVISION TO PERMIT 100123456 TO RECONFIGURE 3RD FLOOR TOILET ROOMS AND CHANGE HVAC SYSTEM DESIGN (OCCUPANCY GROUP A-3; TYPE IIA CONSTRUCTION)\*

Reminder: Per the Self-Certification Permit Program Rules, you must e-mail [selfcert@cityofchicago.org](mailto:selfcert@cityofchicago.org) to request pre-approval before starting an application to self-certify a revision to a self-certified permit.